

The Campus Post Office is located on the 3rd floor of the McCombs Center adjacent to the bookstore. The window is open Monday-Friday, 9:30 AM to 4:00 PM. You can purchase stamps and envelopes, and mail packages. We accept cash or Pirate Buc\$ only. Checks or credit/debit cards are not accepted. Mail is delivered daily. Mail received without your SU box number will be delayed and, in some cases, be determined as undeliverable and returned to the sender. Outgoing mail is picked up by the Georgetown Post Office at 3:00 PM, Monday-Friday.

Student payroll checks will be delivered to your SU box during the academic year by 10:00 am on the Friday following the period ending dates. Please notify the Student Payroll Office if you need your check mailed to a different address. If you need your check mailed to you during the summer or at the end of a semester, you must notify the Student Payroll Office where to send your check. The Campus Post Office can not forward payroll checks. Student payroll checks that are not picked up in a timely manner after the end of a semester will be returned to the Student Payroll Office and will then be forwarded to the student's home address on file. If you are staying on campus during the summer terms, you must notify the Campus Post Office so that mail will be delivered to your box rather than being forwarded to your home.

You may contact the Campus Post Office in person,
by email at sanderfd@southwestern.edu
or by phone at ext. 1576